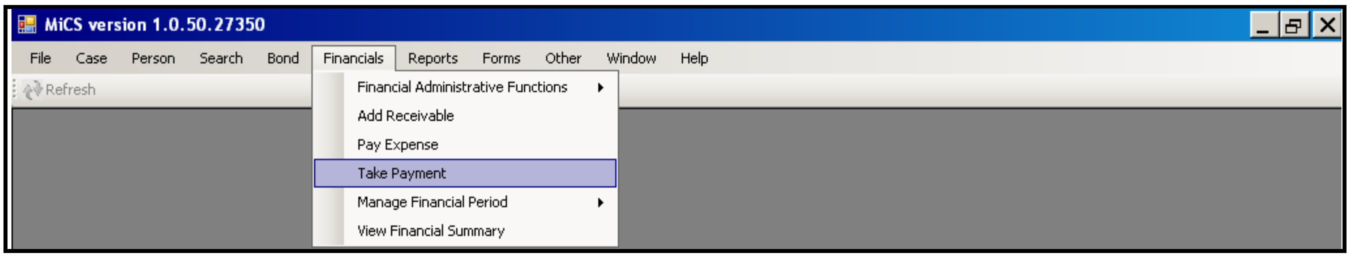
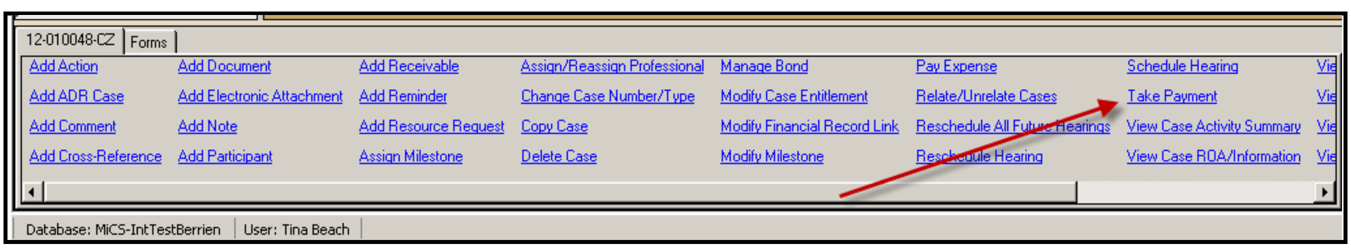
Michigan Court System

Take Payment

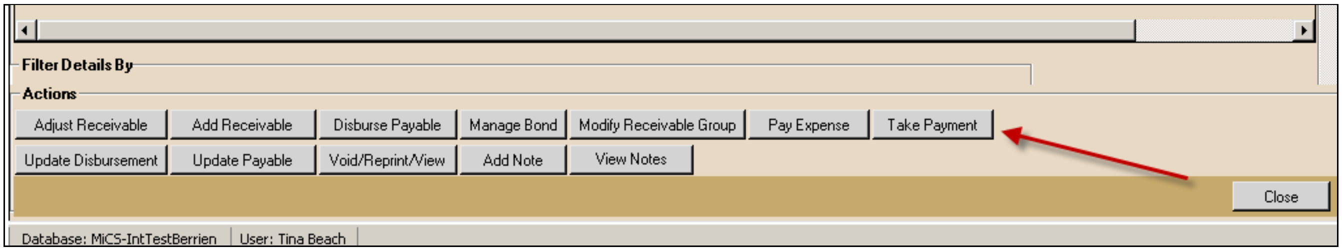
Take Payment can be accessed from several locations within the application



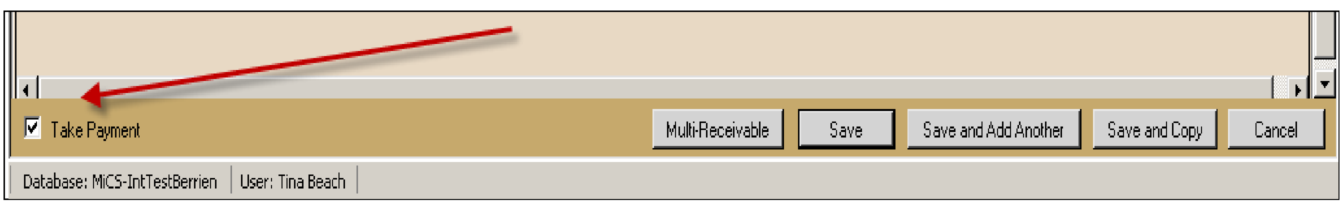
- From the Top Menu
    - Financials
        - Take Payment



- From the Action Link at the bottom of the Case Details.

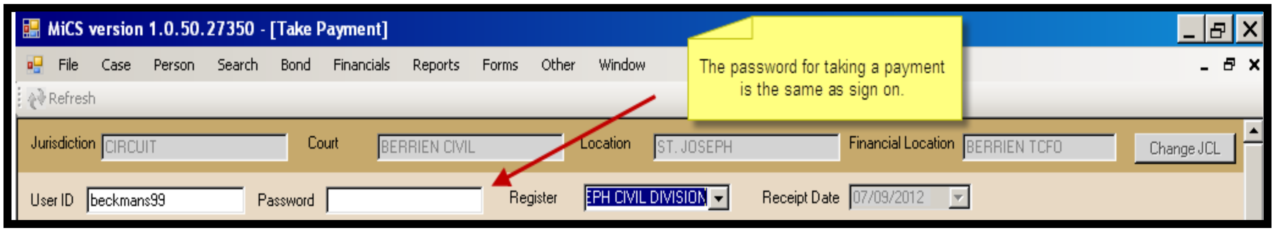


- View Financial Summary screen
  - Action Group Box
    - Take Payment button

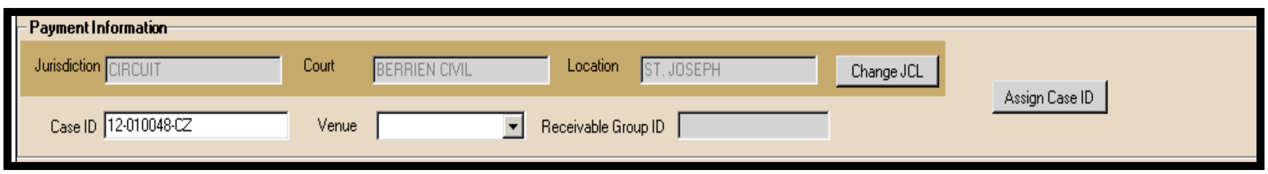


- Take Payment checkbox located at the bottom of the Receivable screen

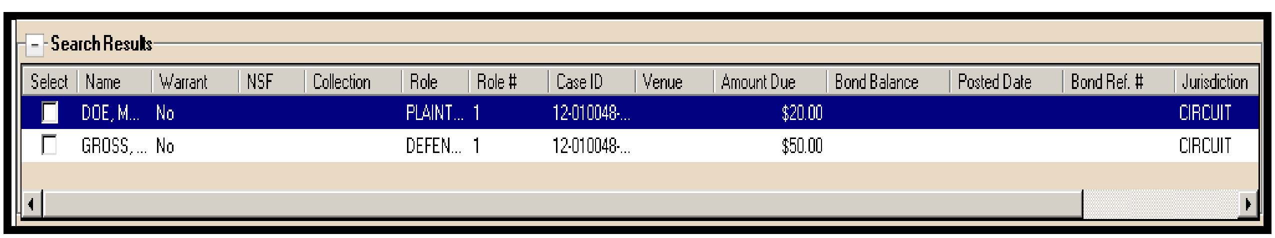
Take Payment Screen



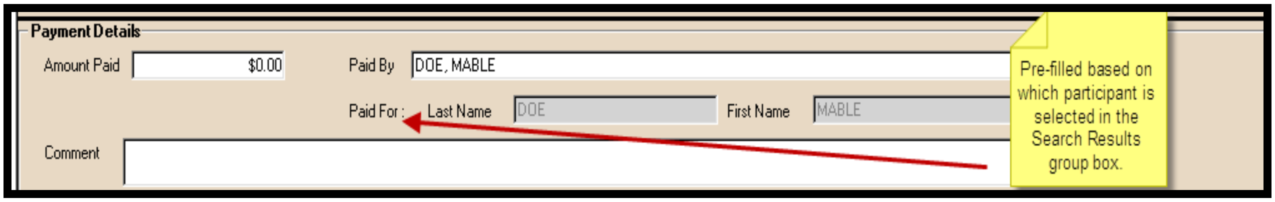
- Header
    - Contains JCL, Financial Location, User ID, Password, Register, and Receipt Date
        - All fields default except for the Password field, a password must be added for each payment taken.



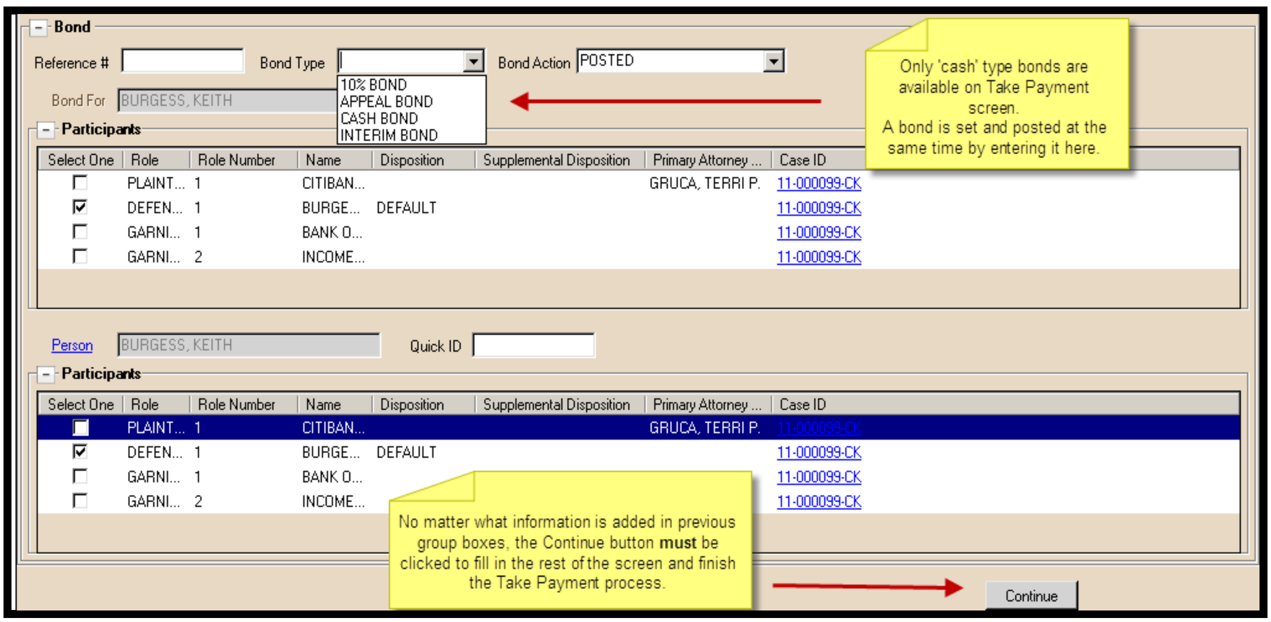
- Payment Information group box
    - Contains JCL, Case ID, Venue and Receivable Group ID (only assigned if done through a multi-receivable)
        - The Assign Case ID button is used to create a shell case in order to take a payment without adding all of the case details.



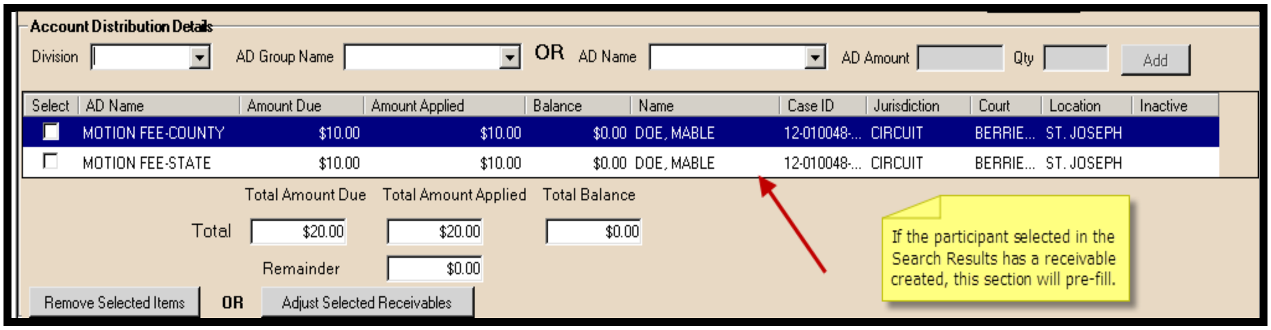
- Search Results group box
    - Populates after a Case ID is entered in the Payment Information group box
        - Contains the name of case participants, warrant status of the participant, NSF, Collection, Role, Role #, Case ID, Venue, Amount Due, Bond Balance, Bond Reference #, and JCL.



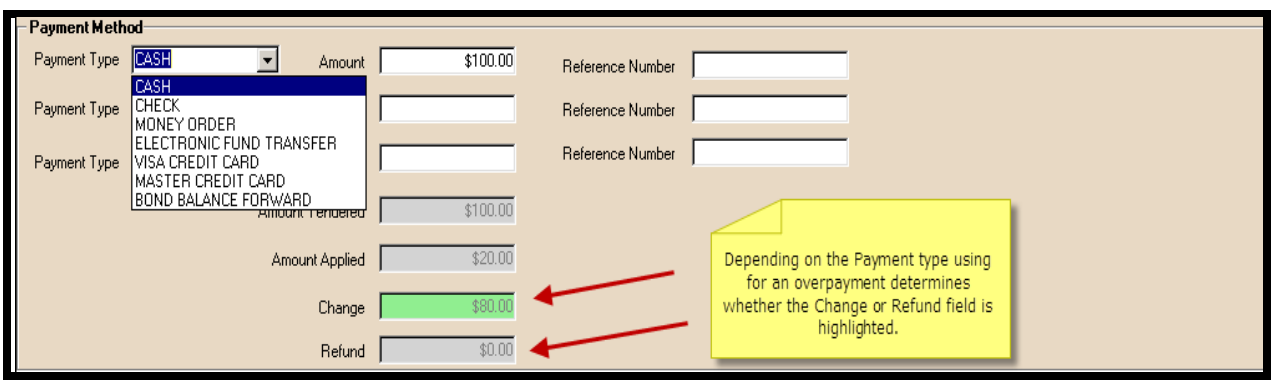
- Payment Details group box
  - Contains Amount Paid, Paid By (Pre-filled, and modifiable), Paid For (Pre-filled, and non-modifiable), and comment.



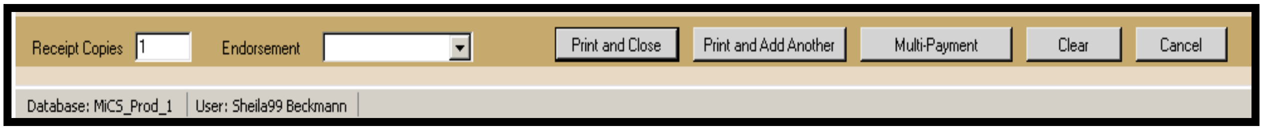
- Bond group box
  - Collapsed when initially accessing the Take Payment screen.
    - If a bond is being set and posted at the same time, this group box would be expanded and the information would be filled in.
  - Continue button is not a part of the Bond group box, but it is required to be clicked to proceed with the payment process.



- Account Distribution Details group box
  - Contains Division (filter used to narrow down the group names, such as. Civil, Criminal, Adoption, Family, Traffic, etc.), AD Group Name (Accounts put in groups such as Civil Filing Fees, Civil Motion Fees, etc.), AD Name (**Not used by Berrien users**), AD Amount and Quantity (dependent on the AD Group Name entered). Total Amount Due, Total Amount Applied, Total Balance, and Remainder.
  - The Remove Selected Items and Adjust Selected Receivables buttons can be used if a receivable has been selected.



- Payment Method group box
  - Contains: Payment Type, Amount (the actual amount received as payment), Reference Number (check. money order number, etc.), Amount Tendered (same as Amount field in Payment Method), Amount Applied (same as the Amount Paid field in the Payment Details), Change (over payment in cash) and Refund (over payment in any payment type other than cash)



- Receipt Copies (can be modified)
- Endorsement
- Buttons
  - Print and Close, Print and Add Another (prints receipt and returns to a blank Take a Payment screen), Multi-Payment, Clear (clears screen to start over), Cancel (closes out of Take a Payment screen).